



Merrimack Parks & Recreation

116 Naticook Road

Merrimack, New Hampshire 03054

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<http://www.merrimackparksandrec.org>

ASSISTANT WATERFRONT DIRECTOR JOB DESCRIPTION

The Merrimack Parks & Recreation Department is currently seeking an individual to serve as our Assistant Waterfront Director for the Summer 2015 Season.

JOB SUMMARY:

The Assistant Waterfront Director is responsible for managing the operation of the Wasserman Park Beach on weekends.

SUPERVISION RECEIVED:

Position works under the Direction Parks & Recreation Director

SUPERVISION EXERCISED:

Responsible for managing weekend lifeguard staff.

EXAMPLE OF DUTIES:

- Responsible for supervising Lifeguard operations at Wasserman Park
- Manage Lifeguards under supervision to ensure proper coverage & operations
- Assist in training lifeguards their responsibilities in activity during staff training
- Performs rescue maneuvers, CPR, and First Aid as needed, and takes command during emergency situations.
- Ensures that maximum safety precautions are practiced and rules and regulations are followed by all waterfront patrons.
- Assumes responsibility for care of all equipment and supplies used in daily operations.
- Oversees that storage area is regularly kept clean, stocked and organized.
- Responsible for evaluating staff informally throughout the summer and formally at the end of the summer.
- Teach and monitor proper use of equipment
- Conduct daily check of area and equipment for safety, cleanliness, and good repair
- Report any maintenance concerns to the Waterfront Director when needed.
- Assist in packing materials and supplies at end of season
- Assist with hiring of waterfront personnel
- Evaluate current season and make suggestions for following season
- Communicate effectively to enforce safety regulations
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity

KNOWLEDGE, SKILLS & ABILITIES

- Ability to relate to one's peer group
- Ability to accept guidance and supervision
- Good character, integrity and adaptability
- Enthusiasm, sense of humor, patience and self-control
- Ability to communicate and train staff and campers in safety regulations and emergency procedures
- Physical ability to respond appropriately to situations requiring first aid

Assist in each area as described below.

- Set up lake or waterfront area during staff training
- Teach staff their responsibilities in activity during staff training
- Teach and monitor proper use of equipment
- Conduct initial and end-of-season inventory, and store equipment safely
- Check equipment and make (or file for) repairs
- Conduct daily check of area and equipment for safety, cleanliness, and good repair
- Submit orders for equipment and supplies when needed, ensuring timely arrival of materials
- Assist in packing materials and supplies at end of season
- Evaluate current season and make suggestions for following season
- Fill in for the Waterfront Director in his absence
- Other duties may be assigned as required

MINIMUM QUALIFICATIONS REQUIRED:

- College student or at least 21 years of age
- Current Certifications must include:
 - CPR/AED for the professional Rescuer
 - Lifeguard / Waterfront First Aid
 - Lifeguard Certification from a nationally recognized program

Additional Preferred Certifications to include:

- CPR/AED for the professional Rescuer **Instructor**
- Lifeguarding / Waterfront Instructor
- Red Cross Water Safety Instructor
- Small Craft Safety

HOURS:

Position works on Saturdays & Sundays from 10:00 am – 6:00 pm. Season runs June 26th – August 16th with some additional preparation hours before the start of the season.

RATE OF PAY:

The rate of pay for the position is dependent upon certifications held and level of experience.

HOW TO APPLY:

Interested individuals should complete a Town of Merrimack Job Application and submit it along with a copy of their Lifeguard certification cards to: **Town of Merrimack, Human Resources, 6 Baboosic Lake Road, Merrimack, NH 03054**. Application can be found online by going to www.merrimacknh.gov/positionopenings or by stopping by Merrimack Town Hall. For questions, please contact Parks & Recreation Director Matt Casparius at 603-882-1046 or by sending an email to: mcasparius@merrimacknh.gov